



**STATE OF WISCONSIN
Public Records Board**

TOMMY G. THOMPSON
GOVERNOR

Steven B. Hirsch
Executive Secretary

Attachment 1

4622 University Ave., 10A
Madison, WI 53702

Telephone 608 / 266-2996



November 30, 1999

Rebecca Lovejoy, Assistant Corporation Counsel
Douglas County
1313 Belknap St. Rm. 206
Superior, WI. 54880

Dear Ms. Lovejoy:

At it's recent meeting the Public Records Board approved the Douglas County Records Management and Retention Ordinance with the following changes:

- increased the retention time period for performance evaluation records from 4 to 6 years (Page 16 #18)
- increased the retention time period for general obligation bonds records from seven years after bond issues expires or full payoff to 30 years (Page 8 #3).
- increased the retention for formal legal opinions from 3 years to permanent. This requires separation of legal memoranda from formal legal opinions.
- changed the disposition for identified records series on the attached draft indicating which non-permanent record series may have historical/research value and therefore must be offered per statute to the State Historical Society of Wisconsin prior to their destruction.

It was also noted that the section of the ordinance containing Register of Deeds records might be incomplete. As we discussed the Board has approved a general schedule of all Register of Deeds related records. In the future you may wish to either adopt the schedule and cross-reference to this ordinance or amend the ordinance with additional record series contained in the general schedule.

If you have additional questions about this approval or any general questions on records management please call me at 608 266-2996 or contact me via e-mail at steve.hirsch@doa.state.wi.us

Sincerely,

Steve Hirsch

Attachments

CC: Virginia Fritzsich, SHSW

Douglascounty.doc



Corporation Counsel Douglas County

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Superior, Wisconsin 54880

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Frederic P. Felker
Corporation Counsel

Rebecca J. Lovejoy
Assistant Corporation Counsel

September 27, 1999

Steven B. Hirsch
Executive Secretary
Wisconsin Public Records & Forms Board
4622 University Avenue, Room 10A
Madison, Wisconsin 53702

RE: Douglas County Proposed Records Management and Retention Ordinance

Dear Mr. Hirsch:

Enclosed please find a copy of a proposed records management and retention ordinance of Douglas County for the Board's review.

I would ask that the Board review the enclosed and if it meets with the Board's approval, to let me know of said approval in accordance with the Board's usual procedures.

If you or the Board have any questions or concerns regarding the enclosed, please contact me at the telephone number or address printed above.

Thank you for your time and attention to this matter.

Very truly yours,

A handwritten signature in cursive script, appearing to read "R. J. Lovejoy".

Rebecca J. Lovejoy
Assistant Corporation Counsel

cc: Frederic P. Felker, Corporation Counsel

**RECORDS MANAGEMENT AND RETENTION ORDINANCE
OF DOUGLAS COUNTY**

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1. DECLARATION OF POLICY. The creation and upkeep of records by the agencies and departments of Douglas County requires the establishment of policies to regulate the maintenance, retention and disposal of records. The purpose of this chapter is to establish a County records retention schedule and authorize destruction of county records pursuant to a uniform schedule. Records custodians may destroy a records prior to the time set forth in the schedule only if such a record has been reproduced as an original record pursuant to §16.61(17) or §16.612, Wis. Stats. Any record not covered by this chapter or any other regulation or law shall be retained seven (7) years unless the record is added by amendment to the ordinance and the shorter period is approved by the State Public Records Board.

II. SHORT TITLE. This ordinance shall be know and cited as the Records Management and Retention Ordinance of Douglas County.

III. HISTORICAL RECORDS. The state Historical Society of Wisconsin (SHSW) has waived the required statutory sixty (60) day notice under §19.21(5)(d) Wis. Stats., for any record marked “W”. SHSW must be notified prior to destruction of any record marked “N”. Notice is also required for any record not list in this ordinance. “N/A” indicates not applicable and applies to any county record designated for permanent retention.

IV. DEFINITIONS

1. “Legal Custodian” means the individual responsible for maintaining records pursuant to § 19.22 Wis. Stats.
2. “Record” is defined in §19.32(2) Wis. Stats.

V. RETENTION OF RECORDS

1. GENERAL RECORDS: The following records are maintained by the various departments in the county and are subject to uniform regulation unless otherwise specified. Unless specifically waived by them, the SHSW must receive written notice at least 60 days prior to the destruction of the following records pursuant to §19.21(5)(d). The retention period and authority for each records are as follows:

RECORD	RETENTION	AUTHORITY	W-N-N/A
Contracts, leases, agreements, notices of taking bids	Seven (7) years after the last effective day thereof	§59.52(4)(a)(10) WS	W
Insurance policies a. Claims b. Master Contracts	See Administrative Coordinator section		N/A
Canceled checks	*Seven (7) years	§59.52(4)(a)(16) WS	W

Receipts	Seven (7) years		W
Accounts payable - purchasing invoices/vouchers/detail listing/vendor listing	Seven (7) years		W
Accounts receivable/receipts	Seven (7) years		W
Receipt Journals	Seven (7) years		W
Vouchers/order register	Seven (7) years		
General journal	*Seven (7) years		N
Construction plans for county buildings & bridges	Life of Structure		N
Blueprints	Until superseded by as-built tracings		N
As-built tracings	Life of Project		N
Personnel Records	See Personnel section		W
Warranty records	Life of product or end of warranty, whichever occurs first		W
Any record subject to litigation, claim or other action	Until permission to destroy obtained from Corporation Counsel		N/A
Citations (copies)	Two (2) years		W
Correspondence	Three (3) years		W
Purchase Orders	Seven (7) years		W
Bids & proposals, successful	Seven (7) years after contract expiration		W
Bids & proposals, unsuccessful	One (1) year after audit		W
Public Works contracts			W
a. Notice to contractors			
(1) Successful bidders	Seven (7) years		
(2) Unsuccessful bidders	Two (2) years		
b. Bidder's proof of responsibility			W
(1) Successful bidders	Seven (7) years		
(2) Unsuccessful bidders	Two (2) years		
c. Bids			W
(1) Successful	Seven (7) years after project completion		
(2) Unsuccessful bidders	Two (2) years		
d. Affidavit of organization & authority			W
(1) Successful bidders	Seven (7) years after completion of project		
(2) Unsuccessful bidders	Two (2) years		

e. Bid Tabulations	Seven (7) years after completion of project	W
f. Performance Bond	Seven (7) years after completion of project	W
Contract	Seven (7) years after completion of project	W
Master project files	Twenty (20) years	W

* Time reduced to two (2) years if the original records are maintained in the Clerk or Treasurer's Office.

2. ADMINISTRATIVE COORDINATOR RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Workers Compensation & Liability Claims	Twelve (12) years after closure		W
General Liability & Property Damage Claims	Three (3) years after closure		W

3. BUILDINGS AND GROUNDS RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Blueprints	Permanent or until building disposed of		N/A
Construction files, shop drawings	Permanent		N/A
Equipment & machine maintenance records	Life of equipment		W
Equipment & furnishings' inventories	Until superseded		W
Property inventory	Until superseded		W
Receipts from County Treasurer	Two (2) years or until audited, whichever is sooner		W
Keying List/Access Cards	Permanent or until superseded		W
Material data sheets - non toxic substances - toxic substances	Seven (7) years after product used up -Thirty (30) after product used in the workplace		W
Security files/incident reports	Five (5) years		W

4. CHILD SUPPORT RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Expenditure reports & supporting documentation	Seven (7) years	45 CFR 74.20-74.24	W
Statistical reports & supporting documentation	Seven (7) years	45 CFR 73.20-74.25	N
Client/case records including client/attorney information	Seven (7) years after closure		W
Records of required client notification	Seven (7) years	45 CFR 73.20-74.25	W

5. CORPORATION COUNSEL RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Case files/non-litigation	Three (3) years		W
Case files/litigation	Three (3) years after closure or when appeal time has run, whichever is longer or per SCR		W
Legal memoranda	Three (3) years		W
Formal legal opinions	Permanent		W

6. COUNTY CLERK RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Notice of tax apportionment received from Secretary of State	Three (3) years	§59.52(4)(a)(1) WS	W
Copies of notices of tax apportionment sent to local taxing districts	Three (3) years	§59.52(4)(a)(2) WS	W
Lists of Town, City & Village officers certified to County Clerk	After the date of expiration of term listed	§59.52(4)(a)(4) WS	N
Official bonds	Six (6) years	§59.52(4)(a)(8) WS	W
Claims paid by county & supporting papers	Seven (7) years	§59.52(4)(a)(9) WS	W
Reports of town treasurers on dog licenses sold & records of dog licences issued	Three (3) years	§59.52(4)(a)(11) WS	W
Copies of receipts issued by treasurer	Four (4) years or until audited, whichever is earlier	§59.52(4)(a)(12) WS	W
Copies of notices to town assessors setting out lands sold & owned by the county	Three (3) years	§59.52(4)(a)(13) WS	W
Oaths of office	Seven (7) years	§59.52(4)(a)(17) WS	W
Marriage license applications & supporting papers	Ten (10) years	§59.52(4)(a)(19) WS	W

Original papers, resolutions, ordinances & reports appearing in county board proceedings	Six (6) years after date of publication	§59.52(4)(b)(1) WS	N
Committee minutes	Six (6) years after date of publication	§59.52(4)(c)(1) WS	N
Supervisory district plan & map	Until next apportionment		W
Journal of proceedings	Six (6) years after date of publication		N
Canceled voter registration cards	Four (4) years after cancellation	§7.23(1)(c) WS	W
Election financial reports; election financial registration statements	Six (6) years	§7.23(1)(d) WS	W
Registration & poll lists: non-partisan primary or election partisan primary or election non-partisan & partisan before 1940	Two (2) years Four (4) years Notify SHSW	§7.23(1)(e) WS	W
Federal election records other than registration cards	Twenty-two (22) months	§7.23(1)(f) WS	W
Detachable recording units & compartments on electronic voting machines	Fourteen (14) days after primary & Twenty-one (21) days after any other election Clear or erase after transfer to a disk or other recording medium	§7.23(1)(g) WS	W
Disk or other recording medium containing Election financial reports; election financial registration statements	Twenty-two (22) months after date of election	§7.23(1)(g) WS	W
Any election ballots	Thirty (30) days after election	§7.23(1)(h) WS	W
Official election canvasses	Ten (10) years after election	§7.23(1)(i) WS	W
Election notices, proofs of publication & correspondence	One (1) year after date of election unless contested, then by court order	§7.23(1)(j) WS	W
All other election materials & supplies	Ninety (90) days after election	§7.23(1)(k) WS	W
Records transferred by a registrant who submits a dissolution report after primary & general elections	Three (3) years after their last election	§10.74(8)(e) WS	W
All accounts of county & books of account	Seven (7) years		W
Payroll registers, other payroll reports, & social security & retirement earning reports	Ten (10) years		W
Withholding allowance certificates, employee wage & tax statements, & other tax records	Seven (7) years		W
Time cards, attendance records, salary schedule	Seven (7) years		W
Insurance records	Seven (7) years		W

Garnishment records	Seven (7) years		W
Rough work papers used in payroll calculations	Three (3) years		W
Unemployment compensation records	Three (3) years		W
Retirement records	Eight (8) years after end of service		W
Deferred compensation payment records	Eight (8) years after end of service		W

7. **COURT RECORDS** (Circuit Courts, Court Commissioner, Clerk of Court, Register in Probate)
All records maintained by the Clerk of Court, Register in Probate, Juvenile Court relating to Juvenile Court matters, and the Family Court Commissioner shall be retained in compliance with Supreme Court Rules chapter 72. Records not specified therein of a general county-wide nature shall be retained pursuant to section 1, General Records, of this Ordinance.

RECORD	RETENTION	AUTHORITY	W-N-N/A
Records of child in shelter care	Until child's twenty-first (21) birthday except permanent register of names of children & dates of admission & release	HSS 59.07(3)(b)	W
Juvenile secure facility records	Ten (10) years after eighteenth (18) birthday	HSS 346.13 & SCR 72	W

8. **DATA PROCESSING RECORDS.** Provides information technology services for departments and stores records information electronically for departments. Record information stored electronically must be maintained pursuant to the guidelines established for the specific departmental records and county-wide records enumerated in this chapter. Where no other departmental guidelines apply, the below-guidelines control.

RECORD	RETENTION	AUTHORITY	W-N-N/A
Daily Back-ups	Fifteen (15) business days		N/A
Monthly Back-ups	One (1) year		N/A
Annual Back-ups	Ten (10) years		N/A

Special Back-ups (end of tax processing, etc...)	Seven (7) years		N/A
Telephone records: System call records System back-up records	Six (6) months Fifteen (15) days		N/A

1. DISTRICT ATTORNEY AND VICTIM WITNESS RECORDS. District Attorney records are governed by state record retention schedules - Reference RDA #'s 475/142 through 475/148. Call the Public Records Board at 608-266-2996 or the State Prosecutors Office at 608-267-2700 for information on retention and disposal of these records.
2. EMERGENCY MANAGEMENT RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Federal Emergency Management Agency Grants	Seven (7) years		W
State SARA Title III Grants	Seven (7) years		W
Emergency Response Plans	Until updated		W

9. FINANCE RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
All accounts of county & books of account	Seven (7) years		W
General ledger	Fifteen (15) years		N
Bank statements	Four (4) years		W
Canceled bonds, coupons & promissory notes	Until audited		W
Bond & coupon record book, general obligation bonds	Thirty (30) years after bond issue expires or following payment of all outstanding matured bonds, notes, coupons, whichever is later		W
Balancing reports	Four (4) years		W
Payroll registers, other payroll report, & social security & retirement earnings reports	Ten (10) years		W
Withholding allowance certificates, employee wage & tax statements, & other tax records	Seven (7) years		W
Time cards, attendance records, salary schedule	Seven (7) years		W
Insurance records	Seven (7) years		W
Garnishment records	Seven (7) years		W
Rough work papers used in payroll calculations	Three (3) years		W
Unemployment compensation payment records	Three (3) years		W
Retirement records	Eight (8) years after end of service		W
Deferred compensation payment records	Eight (8) years after end of service		W
Equipment & furnishings inventories	Until superseded		W
Property inventory	Until superseded		W
Investment records	Six (6) years		W
Notices of tax apportionment from Secretary of State	Three (3) years		W
Copies of notices of tax apportionment sent to local taxing districts by County Clerk	Three (3) years		W
Illegal tax certificates charged back to local tax districts	Three (3) years after charging back		W
Check register/treasurer cash	Seven (7) years		W

Journal entries & any audits or journal entries	Seven (7) years		W
General ledger, trial balance	Seven (7) years		W
Inventory	Until superseded		W
Budget, vendor listing, payables	Three (3) years		W

3. FORESTRY RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Master park plan (Five (5) year plan)	Until superseded		N/A
Aerial photographs	Permanent		N/A
Committee agendas & summaries	Six (6) years		N
Citation & park patrol records	Two (2) years		W
Guidebooks & trail information	Until updated or no longer useable		W
Wisconsin Conservation Corps projects/crew information	Three (3) years		W
Annual work plans	Five (5) years		W
Dam information	Permanent		N/A
Equipment & vehicle registration reports	Until equipment & vehicles disposed of		W
General information	Until updated		W
Land use permits, easements	Permanent		N/A
Land acquisition - deeds, abstracts	Permanent		N/A
Timber sale contracts (bid openings, etc..)	Seven (7) years		W
Construction contracts	Seven (7) years		W
County forest plan (Ten (10) year plan)	Ten (10) years		N
Records of bounty claims forwarded to DNR	One (1) year	§59.52(4)(a)(3) WS	W
DNR agreements	Seven (7) years		W

4. HEALTH DEPARTMENT RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
I. Administrative Records			W
Mission Statement, philosophy, purpose	Seven (7) years	§19.21 WS	W

Agency goals, objectives short & long term strategic plans	Seven (7) years	§19.21 WS	W
Agency evaluation	Seven (7) years	§19.21 WS	W
Job descriptions, other personnel records	Seven (7) years	§19.21 WS	W
Incident/Injury Reports	Seven (7) years		W
Inventories: facility & equipment	Seven (7) years	§19.21 WS	W
Program policies, procedures	Seven (7) years	§19.21 WS	W
Daily activities reports	Seven (7) years	§19.21 WS	W
Fiscal records, accounting, billing, budget	Seven (7) years		W
Taped meeting minutes	Ninety (90) days after approval & publication	§19.21 WS	W
Grants	Seven (7) years or unless otherwise specified		W
Inventory or non-expendable personal property	Seven (7) years after disposal of property	§19.21 WS	W
Meeting Agendas/Minutes	Seven (7) years	§19.21 WS	W
Annual Reports	Permanent		W
General Correspondence	Seven (7) years		W
W.I.C.	Three (3) full fiscal years plus one hundred-fifty (15) days	7 CFR 246.25	W
II. Client and/or Family Care Records			W
Birth Certificate Information	Not longer than one (1) year	§69.20(3)(c) WS	W
Client Record/Patient Care Record	Seven (7) years, records of minors will be retained five (5) years after minor reaches 18 years of age.	§19.21 WS	W
Family Care Record	Seven (7) years, records of minors will be retained five (5) years after minor reaches 18 years of age.	§19.21 WS	W
Health Check/Well Child	Seven (7) years, records of minors will be retained five (5) years after minor reaches 18 years of age.	§19.21 WS	W
Short Term Record	Seven (7) years, records of minors will be retained five (5) years after minor reaches 18 years of age.	§19.21 WS	W
Care Coordination	Seven (7) years, records of minors will be retained five (5) years after minor reaches 18 years of age.	§19.21 WS	W

Home Care Records	Six (6) years after the month the cost report is filed with the intermediary. Records to be maintained for six (6) years even if Home Health Care discontinues program.		W
III. Communicable Disease Records			W
Immunization Record	Seven (7) years, records of minors will be retained five (5) years after minor reaches 18 years of age.	§19.21 WS	W
Signature of person to receive vaccine or person authorized to make request for immunization	Ten (10) years, records of minors will be retained five (5) years after minor reaches 18 years of age.	National Childhood Injury Act of 1986, s. 2125 PHS Act at 42 U.S.C. §300aa-25 (Supp.1987)	W
Immunization Administration Record	Permanent		W
Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist)	Seven (7) years, records of minors will be retained five (5) years after minor reaches 18 years of age.		W
STD Report (4343) - Local copy (Original to State Epidemiologist)	Seven (7) years, records of minors will be retained five (5) years after minor reaches 18 years of age.		W
Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/86) & is complete DOH 9081] (Original to State Epidemiologist)	Until investigation is complete		W
Hep. B/TB Case Records	Thirty (30) years beyond severance		W
IV. Community Education			N
Curriculum	Seven (7) years		N
Educational Materials	Seven (7) years		N
Program Materials	Seven (7) years		N
Evaluation	Seven (7) years		N
V. Environmental Health Records			W
Licensed Establishments Inspection Reports	Three (3) years		W
Variance Approvals	Permanent		W
On-Site Waste	Hold until system is abandoned		W
Well/Septic Permits	Hold until system is abandoned		W

Water Sample Reports	Seven (7) years		W
Health Hazard Investigations	Seven (7) years		W

10. HIGHWAY RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Machinery, time sheets	One (1) year after machinery replaced		W
Permits	Permanent		N/A
State gas reports	Three (3) years		W
Accident reports (copies)	Three (3) years		W
Insurance reports (copies)	Three (3) years		W
Stock control records	Two (2) years		W
Fuel usage records	Two (2) years		W
Heavy equipment & vehicle inventory ledger	Until superseded		W
Vehicle maintenance histories	Life of vehicle		W
Vehicle usage reports	Two (2) years		W
Drug & Alcohol testing records	Two (2) years		W

5. HUMAN SERVICES RECORDS (This is a 46.23 Board) (Administration, Accounts Receivable, Business Office, Alcohol Drug Abuse Services, Economic Support/Public Assistance, Family and Children's Services Home Health, Long Term Support, Medical Records, Mental Health Services)

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Administrative Records			W
Mission statement, philosophy, purpose	Seven (7) years	§19.21 WS	W
Agency goals, objectives, short & long term strategic plans	Seven (7) years	§19.21 WS	W
Agency evaluations	Seven (7) years	§19.21 WS	W
Job descriptions, other personnel records	Seven (7) years	§19.21 WS	W
Personnel complaint files	One (1) year		W
Incident/Injury Reports	Seven (7) years/One (1) year after settlement		W
Inventories: facility & equipment	Seven (7) years	§19.21 WS	W
Program policies, procedures	Seven (7) years	§19.21 WS	W
2 Fiscal records, accounting, billing, budget	Ninety (90) days after approval & publication	§19.21 WS	W

Grants	Seven (7) years after disposal of property	§19.21 WS	W
Inventory or non-expendable personal property	Seven (7) years	§19.21 WS	W
Meeting Agendas/Minutes	Seven (7) years	§19.21 WS	W
Annual Reports	Permanent		W
General correspondence	Seven (7) years		W
Ch. 49 case records & other materials of all public assistance kept as required	If no payments have been made for at least three (3) years & a face sheet & financial record or payments for each aid account are preserved in accordance with rules adopted by DHSS, set out below		N
a. Open public assistance case records: (1) All data forms: case determination sheets worksheets; medical assistance certification sheets; sheets which document the verification of changeable items, such as income or health status; correspondence to & from applicants & recipients; & any other document needed to support income maintenance agency decisions	Keep for most recent six (6) year period	HSS245.03(1)(a)	W
(2) Sheets which document the verification of unchangeable items, such as social security numbers, birth dates & citizenship	As long as case is open	HSS245.03(1)(b)	W
(3) Financial record for all payments not on file in CRN	As long as case is open	HSS245.03(1)(c)	W
b. Closed public assistance cases & denied cases: (1) Records specified in 1.a(1) above	Thirty-six (36) months following the date of closing	HSS245.03(2)(a)	N
(2) Most recent data form, records specified in 1.a(2) above & materials relating to any lack of cooperation on the part of the recipient	Six (6) years from date of closing	HSS245.03(2)(b)	N
(3) Most recent data form & record specified in 1.a(2) above	Thirty-six (36) months from date of denial	HSS245.03(2)(c)	W

3. Fraud referral records			
a. Unfounded	Three (3) years after determination; recommend microfilming essential information	HSS 245.03	W
b. Founded - referred to D.A.	Seven (7) years after determination; recommend microfilming essential information	HSS 245.03	W
c. Founded - other	Five (5) years after determination; recommend microfilming essential information	HSS 245.03	W
4. Third-party recovery records	One (1) year after case closure; recommend microfilming essential information		W
5. JOBS participant records	Retain closed JOBS participant records for a minimum of seven (7) years from the last date of JOBS eligibility	DHSS Admin. Memo 94-18	W
6. Social service case files			W
a. State required case documentation; initial contact sheet; notice of agency action; social services fact sheet; social services agreement; social services narrative; financial information; any other records documenting client eligibility & activity	Three (3) years after case is closed	DHSS Memo 82-1A	W
b. State required & county developed case documentation; assessment or diagnostic forms; records & narratives; social & medical histories; copies of court reports pertinent to case; release of information forms; client or service agreements; forms & documentation of eligibility or financial status	Three (3) years after case is closed	DCS Memo 92-12	
c. Social service records for cases opened for services; applications; referral actions not resulting in case opening; miscellaneous requests & correspondence about individual clients from consumer & other agencies which do not result in case opening	One (1) year after final action/determination	DCS Memo 92-12	W
7. Protective Payee records	Seven (7) years		W
8. Case management files	Seven (7) years		W
9. Payee miscellaneous documents	Three (3) months after audit completed		W

10. Child-placing agency records			
a. A register identifying information about children accepted for service or placement	Permanent	HSS 54.05(2)(a)1	N/A
b. Individual case records for each child served & his/her family	Seven (7) years after case closed		W
c. Individual foster home records for each foster home used by the agency, which includes signed applications & agreements	Seven (7) years		W
d. Individual records of studied adoptive applicants	Seven (7) years		
e. Licensing & certification records for in-home & family day care; adult family homes; foster homes; & group foster homes for children; application or other request forms; inspection & observation check lists; correspondence; other documentation relating to licensing or certification; approved license or certificate	Two (2) years after the license or certificate is no longer active	DCS Memo 92-12	W
f. Licensing & certification records for above types of facilities where license or certificate was not approved	One (1) year after final action/determination	DCS Memo 92-12	W
g. Adoption records; county agencies providing child welfare services under §48.56 or child-placing agencies licensed under §48.60, should follow the detailed procedures for adoption information search & disclosure detailed in HSS 53	Permanent	HSS 53.07(1)	N/A
11. Third-party recovery records	Seven (7) years		W

6. LAND INFORMATION RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Assessors plats	Permanent		N/A
Water quality approval letters	Permanent		N/A
Parcel maps for tax records	Until superseded		W
Hauler licenses/applications	Two (2) years after renewal		W
County Development Plan	Until superseded		N
Land Information Plan	Until superseded		N
Report of functional jurisdiction of roads	Ten (10) years or until next report received		W
Certified mileage lists	Until next list received		W

Town plats	Three (3) years		W
Aerial photographs	Until superseded		N
Award of damage for scenic rights	Until recorded		W
Relocation orders/maps	Retain latest revision for each project		W
Waste Management Plan	Until superseded		W

7. MEDICAL EXAMINER RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Homicide or suspicious death investigation case files	Seventy-five (75) years		N
Other investigation case files	Seven (7) years unless subject litigation & then until litigation resolved		W

8. PERSONNEL RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Department training records	Seven (7) years		W
Performance evaluations & medical records	Six (6) years		W
EEO-4 reports,	Seven (7) years		W
Obsolete job descriptions & any personnel or employment records made or kept, including but not limited to application forms or test papers by applicants & other records or decisions pertaining to hiring, promotion, demotion, transfer, layoff or termination, terms of compensation, & selection or training	Four (4) years except where a charge of discrimination has been filed; all personnel records relevant to a charge or action shall be retained until final disposition of the charge or the action		W
Union contracts & grievance, mediation & arbitration records	Permanent		N/A
Individual employee personnel files	Seven (7) years after termination		W
Directives & policies	Seven (7) years after being updated or terminated		W

9. REGISTER OF DEEDS RECORDS In addition to the below-stated records and retention periods, Douglas County, by specific Adoption, does hereby incorporate by reference and attachment of Attachment A, the General Records Retention Schedule for Register of Deeds as put forth by the Public Records and Forms Board and the State Historical Society.

RECORD	RETENTION	AUTHORITY	W-N-N/A
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Deeds	Permanent or listing of when & where recorded		N/A
Certified surveys	Permanent		N/A
Abstracts & certificates of title, title insurance policies	Permanent or as long as land owned		N/A
Plats	Permanent		N/A
Obsolete documents pertaining to chattels, including final books of entry	Six (6) years with county board approval		W

10. SHERIFF RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Process Division:			
a. Attorney letters	Seven (7) years		W
b. Form 50's	Seven (7) years		W
c. Transport records	Seven (7) years		W
d. Proof of Service	Seven (7) years		W
e. Correspondence instructing civil process service	Seven (7) years		W
f. Process receipt print-outs	Seven (7) years		W
g. Process deposit receipts	Seven (7) years		W
2. Jail Division:			
a. Dockets, daily jail records	Eight (8) years	§59.27(8) WS	N
b. Cash books	Eight (8) years		W
c. Check books	Seven (7) years		W
d. Ledger sheets	Seven (7) years		W
e. Account work sheets	Seven (7) years		W
f. Meal books	Seven (7) years		W
g. Canteen sheets	Seven (7) years		W
h. Visit log	Seven (7) years		W
i. Menus	Seven (7) years		W
j. Jail billing	Eight (8) years	§59.27(8) WS	W
k. Bond receipts	Eight (8) years	§59.27(8) WS	W

l. Daily bond	Eight (8) years	§59.27(8) WS	W
m. Inmate files: Disciplinary forms Huber revocation forms Employer information forms Employer job search Verification sheets Court Orders	Eight (8) years after release of inmate	§59.27(8) WS DOC 348.09(1) DOC 348.09(3)	W
n. Daily work location forms	Eight (8) years	§59.27(8) WS	W
o. Inmate daily activity log forms	Eight (8) years	§59.27(8) WS	W
p. Exercise logs	Eight (8) years	§59.27(8) WS	W
q. Telephone logs	Eight (8) years	§59.27(8) WS	W
r. Huber rules forms	Eight (8) years	§59.27(8) WS	W
s. Jailer logs	Eight (8) years	§59.27(8) WS	W
t. Daily cell block check sheets	Eight (8) years	§59.27(8) WS	W
u. Medical records	Eight (8) years	§59.27(8) WS DOC 348.09(2)	W
v. Booking sheets	Permanent		N/A
3. Detective Division			
a. Ordinance violation citation	Two (2) years		W
b. Arrest records	Eight (8) years	§59.27(8) WS	W
c. Incident records	Ten (10) years	§59.27(8) WS	W
d. Evidence cards	Ten (10) years	§59.27(8) WS	W
4. Patrol Division			
a. Uniform traffic citations	One (1) year after closed, disposed or canceled		W
b. Work schedules	Seven (7) years		W
c. Wisconsin accident reports	Eight (8) years	§59.27(8) WS	W
5. Dispatch			
a. Incident record	Ten (10) years		W
b. Telecommunicator's radio	One hundred-twenty (120) days		W
c. Audio tapes	One hundred-twenty (120) days		W

11. SURVEYOR RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
U.S. Geological survey maps	Until next set of maps received		W
Section Corner Monument Location documentation	Permanent	§59.45 WS §59.60 WS §59.63(2b)(7) WS §60.84(2), (3), (4) WS §60.84(4) WS	N/A
Town Monument Certification	Until changed or updated		
Bulkhead Line Maps	Until changed or updated	§30.11(3) WS	N/A
Official Map Certification	Until changed or updated	§62.23(6)(b) WS	N/A
Annexation/Detachment Plats	Until changed or updated	§66.021(8); §66.022 WS	N/A
Assessor's Plat	Until changed or updated	§70.27 WS	N/A
County Highway Widening Plan	Until changed or updated	§157.07(5) WS	N/A
Cemetery Plats Cemetery Plat Court Orders	Until changed or updated Until changed or updated	§157.07 WS §157.07(5) WS	N/A
Subdivision Plats Subdivision Replats Subdivision Plat Court Orders	Until changed or updated Until changed or updated Until changed or updated	§236.25 WS §236.36 WS §236.44 WS	N/A
Correction Instruments	Until changed or updated	§236.295 WS	N/A
Certified Survey Maps	Until changed or updated	§236.34 WS	N/A
Condominium Instruments	Until changed or updated	§703.07 WS	N/A
Property Survey Maps	Until changed or updated	A-E 7.05(7)	N/A
PLSS Monument Records	Until changed or updated	A-E 7.08(1)	N/A

11. TAX LISTER

RECORD	RETENTION	AUTHORITY	W-N-N/A
Crop reports by local assessors	Three (3) years	§59.52(4)(a)(5) WS	N
Mill rates from towns	Two (2) years		W

12. TREASURER RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
General receipts & settlement receipts	Seven (7) years	§59.52(4) WS	W
Municipal tax rolls	Fifteen (15) years	§59.52(4)(c)(2) WS	N

Final real property assessment roll	Fifteen (15) years except that no assessment roll containing forest crop acreage may be destroyed without prior approval of the secretary of revenue	§59.52(4)(c) WS	N
Balancing reports	Three (3) years		W
Audit letters	Three (3) years		W
Accounts payable/detail listing/check register (copies)	Three (3) years		W
Journal entries, resolutions, general receipts, treasurer's cash	Three (3) years		W
General receipts combined	Three (3) years		W
Bank reconciliations	Seven (7) years		W
Outstanding checks	Seven (7) years		W
Check register	Seven (7) years		W
Deposit Tickets	One (1) year after audit		W
Bank credit/debit notices	One (1) year after audit		W
Cash drawer reconciliations	One (1) year after audit		W
Illegal tax certificates charged back to local taxing district	Three (3) years	§59.52(4)(a)(6) WS	W
Notices of application for taking of tax deeds & certification of non-occupancy, proofs of service & tax certificates filed.	Fifteen (15) years	§59.52(4)(a)(7) WS	W
Tax receipts	Fifteen (15) years	§59.52(4)(a)(14) WS	W
All other receipts of county treasurer	Seven (7) years	§59.52(4)(a)(15) WS	W
Certified special assessment roll	After assessment collected or seven (7) years, whichever is longer		W
Statement of new special assessments	Five (5) years		W
Special assessment payment register	Until all assessments collected or seven (7) years, whichever is longer		W
All accounts of county & books of account	Seven (7) years		W
General ledger	Fifteen (15) years		N
Bank Statements	Four (4) years		W
Balancing reports	Four (4) years		W
Investment records	Six (6) years		W

24. UNIVERSITY EXTENSION

RECORD	RETENTION	AUTHORITY	W-N-N/A
Farmland Preservation Certifications	Seven (7) years		W

1. VETERANS SERVICE RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Regulations	Until superseded		W
News releases	Two (2) years		W
Grave registration files (copies)	Permanent (suggest microfilm after Six (6) years)		N
Veteran's benefit case files	Two (2) years after death		W
Military separation records of veterans	Permanent		N/A
Wisconsin Department of Veterans' Affairs bulletins	Until superseded		W

25. ZONING RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Zoning Map	Permanent		N/A
Zoning Committee records	Permanent		N/A
Wetland & Flood plain preservation maps	Permanent		N/A
Permit applications	Permanent		N/A
Inspection reports for sanitary	Permanent		N/A
Permit records	Permanent		W
Board of Adjustment decisions & supporting documentation	Permanent		N/A
Receipt Books	Seven (7) years		W
Video Tapes	Three (3) years		W

VI. MOVEMENT OF RECORDS IN EMERGENCY. In the event of a natural or otherwise occurring disaster or emergency, the County Clerk shall have the authority to remove any essential records from their customary or designated location

and store them in an alternate location whether within or outside Douglas County. The County Clerk shall give due consideration to schedules and other requirements of records maintenance contained in this ordinance.

- VII. **DESTRUCTION AFTER REQUEST FOR INSPECTION.** No requested record may be destroyed until after the request is granted or Sixty (60) days after the request is denied. If an action is commenced under Section 19.37 Stats., the requested record may not be destroyed until a court order is issued and all appeals have been completed. See Section 19.35(5), Stats.
- VIII. **DESTRUCTION PENDING LITIGATION.** No record subject to pending litigation shall be destroyed until the litigation has been resolved.
- IX. **MICROFILMING OR OPTICAL DISK STORAGE OF DEPARTMENT RECORDS.** Upon Board resolution, Departments may keep and preserve public records through the use of microfilm or optical disk storage providing that the applicable standards established in Sections 16.61(7) and 16.612, Stats., respectively are met. Departments should consider factors such as retention periods and estimated costs and benefits of converting records between different media in deciding which records to microfilm or store on optical disk. After verification, paper records converted to either microfilm or optical disk storage should be destroyed. The retention periods identified in this ordinance apply to records in any media.
- X. **SEPARABILITY CLAUSE.** Should any provision of this Ordinance be held invalid, or unconstitutional. It is intended that all the provisions of this Ordinance have effect separately, and that such holding of invalidity, or unconstitutionality, of one provision of this Ordinance, shall not affect the validity of the other provisions of this Ordinance.
- XI. **REVIEW AND APPROVAL BY PUBLIC RECORDS AND FORMS BOARD.** This chapter has been reviewed and approved by the Public Records and Forms Board.
- XII. **EFFECTIVE DATE.** This ordinance shall take effect immediately upon passage and publication.

Records Retention Schedule

Register of Deeds

The following records are recommended for permanent retention in the Register of Deeds office. Therefore, notification to the State Historical Society is not applicable. If, however, you wish to dispose of any of these records series, the State Historical Society must be notified of this action.

RECORDS SERIES	RETENTION & AUTHORITY
Annexation of territory by a city or village: related records	s. 66.021 (8)(a)(e) 66.023 (10)
Annulment, divorce or legal separation judgement which affects title to real estate or liability for payment of support or maintenance	s. 767.255 767.40 (2)
Appointment of any guardian or conservator appointed in any other state, district, territory or country together with a duly authenticated copy of the appointment of the special guardian of such minor or incompetent person	s. 786.25 (3)
Armed forces: registration of all county persons who died in the services of the U.S. armed forces	s. 45.35 (a)
Articles of incorporation and amendments for mutual associations	s. 215.71 (3)
Articles of incorporation for capital stock associations and amendments	s. 215.61 (3)
Articles of incorporation for banking corporation and amendments	s. 221.03 (3)
Articles of incorporation; charter or patent of incorporation; certificate or organization or association of any corporation or joint stock company, articles of association or organization of any corporation; certificate or resolution for the purpose of amendment; every amendment in any form of the charter, patent, certificate or articles of association or organization or of the name, corporate powers or purposes of any corporation	s. 891.20
Assessors' plats and amendments	s. 70.27 (2)(8)
Authorization to execute conveyances on behalf of a private corporation	s. 706.03 (3)
Bulkhead line, establishment of or reestablishment of an existing bulkhead line along shore of navigable waters: map, description and ordinance	s. 30.11 (3)
Business partnership agreements, amendments, articles of dissolution	s. 178.39
Cemetery association (non-profit) certification resolutions and copy of proceedings	s. 157.062 (9)
Cemetery plat or map, records: order authorizing the vacating or replatting of the lands, record of a cataloged burial site	s. 157.07 (1) 157.07 (5) 157.70 (2)(i)
Census schedules	

Certificate of authorization to exercise fiduciary powers	s. 221.04 (6)
Certificate of conversion from a mutual association to a stock association or from a mutual savings and loan holding company to a stock savings and loan holding company.	s. 215.58 (3)
Certificate reorganizing a mutual association as a mutual savings and loan holding company	s. 215.59 (1)(g)
Certificates of conversion from a mutual savings bank to a stock savings bank	s. 214.685 (5)
Certified survey map and corrections of	s. 236.34 (1) 236.295 (1)
Chattel mortgages	
City condemnation and acquisition of property by cities; including report and plan of improvement, common council resolutions related to property	s. 32.55 (3) 32.56 (2) 32.57 (7)(b)
Certificate: showing that a city has established an official map	s. 62.23 (6)(b)
Condominium instruments: declaration, plats and plans of a condominium and attached exhibits or schedules	s. 703.07 (1)
Contracts: credit sale of alcoholic dispensing equipment, share croppers	s. 125 (33)(2)(e) 241.03 (1)
Conveyance and instrument affecting title to land in this state and index	s. 706.05 (1) 706.05 (7)
Cooperatives: incorporation articles; contract between cooperative association and members terminations; weekly listing of all documents concerning cooperatives filed and recorded by secretary of state	s. 185.05 (3) 185.42 (1) 185.42 (2)(5) 185.82 (3)
Corporate name: record of those using name, amendments, discontinuance	s. 134.17 (1)
Corporations (misc. non-profit): fraternal societies, VFW posts & affiliates	s. 188.06 188.11 (1)
Corporations (non-stock): articles of incorporation; articles of merger or consolidation; weekly listing of all non-stock corporation documents filed and recorded by the secretary of state	s. 181.32 (1) 181.45 (2) 181.67 (3)(a)
Corporations (religious): certificate of establishment; certificate of consolidation; incorporation articles and amendments; dissolution of corporation	s. 187.01 (2) 187.14 (4)(c) 187.16 (1) 187.19 (10)
Corporations: resolution dissolving domestic corporation	s. 182.025 (2)
Credit Unions: incorporation articles and amendments; certificate to Credit Union commissioner stating incorporation articles have been filed; commissioner of Credit Union's order or certificate canceling a Credit Union's charter	s. 186.35 (1) 186.02 (3)(a) 186.38 (2) 186.315

Daily report regarding system of tract indices or system of chain of title indices as required by county board of supervisors resolution	s. 59.55 (3)
Declaration of trust for domestic and alien corporations and amendments	s. 226.14 (1)
Deed: certificate of canceled deed	s. 75.23
Descent of property, judgment to determine	s. 867.05 (4)
Discharge certificate from U.S. armed forces	s. 45.21
Drainage district, orders of organization, assessment for costs on	s. 88.34 (9)
drainage lands, order laying out drain	s. 88.40 88.94 (5)
Estate transfer by will, intestacy or appointment, disclaimer of	s. 853.40 (5)(e)
Estates: Order settling small estates including those subject to claims of creditors	s. 867.01 (3)(h) 867.02 (2)(h)
Estates: statement terminating joint tenancy of life estate	s. 867.04 865.20 (2)
Execution and sale of real estate, certificate of	s. 815.38 (1) 59.54
Exploration mining lease; and cancellation of	s. 107.20 (1) 107.25 (2)
Farmland preservation agreement and relinquishment	s. 91.13 (9) 91.19 (5)
Farms or country estates, registration of names	s. 59.94 (1)
Federal tax liens and certificates and notices affecting the liens and indexes	s. 779.97 (2)(b)
Forest croplands, order of entry, transfer, withdrawal	s. 77.02 (3) 77.10 (2)(a) 2
Forest land (managed): Orders regarding	s. 77.82 (8) 77.91 (5)
Forest lands (county): order of entry, withdrawals	s. 28.11 (4)(d)(11)(a)
Grantor/grantee index -- index to real property records	s. 59.52 (1)(a)(b)
Highway (controlled access): finding, determination and declaration designating a highway or controlled-access highway; notice of any vacation of a controlled-access highway	s. 53.027 (1) 84.25 84.25 (13) 83.027 (13)
Highway assessments and apportionments on lands for county parks and parkways	s. 27.065 (13)(c)
Highway or street maps: map of proposed street or highway for purpose of widening, notice and map for right-of-way, alterations, etc.	s. 80.64 84.295 (10)(a)

Highway register: county	s. 83.01 (7)(g)
Ice age trail areas: articles of dedication, amendments, revisions, withdrawal of articles	s. 23.293 (15)(f)(17)(e)
Index for ancillary documents of a county with a population of 500,000 or more who has copied a document by micro photography, microfilm or optical imaging	s. 228.05
Index of records or files kept in the register's office	s. 59.53 (1)(a)
Industrial development agencies: articles of incorporation	s. 59.71 (5)(b)
Inland lake protection and rehabilitation district, document authorizing creation of	s. 33.265
Interest in property, statement or certificate confirming	s. 865.201 (2) 867.046 (1)(m)
Judgment of declaration of interests in real property	s. 841.10 (1)
Land patents, U.S.	
Levy or writ of execution on real property	s. 815.195
Lien for threshing, husking, baling	s. 779.50 (3)
Lien judgment	s. 75.521 (14)
Lien or mortgage, discharge order	s. 847.09
Lien: certificate of redemption of judgment lien on loan	s. 851.64
Liquidated insurer, documents relating to property of	s. 645.46 (17)
Lis pendens	s. 840.10 (1) 59.54
Marital property agreements and related statements	s. 766
Metro sewage district boundary: resolution to redefine	s. 66.888 (1)(c)4b 66.888 (1)(d)3
Mineral interests: statement of claim	s. 706.057 (4)
Mineral rights register consisting of conveyances of mineral interests	s. 706.055
Monuments survey conducted to erect monuments	s. 60.84 (4)
Mortgage liens upon public utilities and satisfaction of mortgage lien	s. 66.066 (2)(b)
Mortgage: certificate of discharge after foreclosure	s. 846.13
[Mortgage] title: evidence of right of creditor to acquire	s. 815.53 (4)
Name change: certified copy of order and indexes	s. 786.36
Natural areas heritage program: articles of dedication, amendments, withdrawals	s. 23.29 (16)(18)(f) (20)(e)

Oaths of office	s. 19.01 (4)(d)
Plat maps and corrections of	s. 236.02 (10) 236.295 (1)
Plat maps: notification to authorities to approve or permitted to object to the final plat that has been recorded	s. 236.26
Plat maps: resolution of municipality to waive its right to approve plats and resolution to rescind waiver	s. 236.10 (5)
Power of attorney	s. 813.23 (1)(b)
Probate judgment assigning an interest in real property upon closure of estate	s. 863.29 (1)
Proof of age (duplicate or certified copy)	s. 889.28
Public land: notice of pending application to lay out, widen, or vacate a public place	s. 840.11 (1)
Public lands: abstract and records of all proceedings relating to the laying out, widening, extending or vacating any street, alley, water channel, park, highway or other public place by any court, county board, common council, village board or town board.	s. 59.56
Public lands: annulment of certificates and patents	s. 24.35
Rail property: release of first right to acquire by DOT	s. 85.09 (5)(b)
Railroads: map showing proposed route	s. 190.10 (1)
Railroads: surveyed map and certificate of the alteration or change of routes	s. 191.20
Real estate liens: payment affidavit for prior liens	s. 779.98 (3)
Real estate owners subject to building codes	s. 62.17 (1)
Real estate transfers	s. 77.29
Real estate: order confirming the sale of real estate of wards or incompetents	s. 786.07
Real property: affidavit of publication of a sale	s. 985.12 (3)
Release of power of appointment over legal or equitable interests in real or personal property	s. 702.09 (3)(d)
Rental units: certificates, waivers, stipulations relating to	s. 101.122 (6)
Retro cession of jurisdiction, documents concerning	s. 1.031
Savings bank: articles of incorporation of a savings bank and amendments	s. 214.25 (5)
School district: resolution by two or more school districts to establish an alternative method of governing assets and liabilities	s. 66.03 (2c)(b)
Security interest in personal property or goods or in crops growing or to be grown: financing statement or other document evidencing the creation of the security interest	s. 409.401 (1)(a) 409.402 (1)(b) 409.402 (9) 59.51 (12m)

Security interest upon certificate of title of motor vehicles and boats, memoranda regarding	s. 30.572 (4)(5) 342.20 (3)
Security interests: financing statements, amendments, termination statements, continuation statements, statements of assignment and statements of release	s. 409.404 (1)(a) 409.405 (2) 409.410 (1)
Sewer and transportation facilities, record of damage awards by condemner	s. 32.05 (7)(c)
Share croppers' contracts	s. 241.03 (1)
Solar access rights: notice granting permit, notice terminating rights waiver of rights by permit holder	s. 66.032 (6)(b) 66.032 (9)(c) 66.032 (10)
Solid waste disposal facility or a hazardous waste facility: notation of the existence of	s. 144.44 (4)(b) 59.51 (17)
Surety company bond	s. 344.36 (2)
Surplus state-owned real property, agreement of transfer	s. 16.375 (4)
Surveyor's records, field notes	
Time-share instrument and amendments; termination agreement	s. 707.21 (3) 707.24 (2)(b)
Town boundary or name change: order or ordinance	s. 59.07 (22)(a)
Town mutual corporate documents	s. 612.81, 59.51 (14m)
Town sanitary districts: order of establishment referendum and resolutions to consolidate districts	s. 60.71 (7) 60.785 (2)(a)
Towns: record of non-compliance with zoning ordinance	s. 60.61 (5)b
Tract index	s. 59.55 (1)
Trademarks, labels, badges, statement or description of	s. 132.04
Trusts: disclaimer of real property or an interest in real property	s. 701.27 (5)(e)
Trusts: letters of trust for a foreign trustee [named in a will]	s. 701.16 (1)(d)
Village: petition for dissolution of a village and election results on question of	s. 61.187 (2)
Village records: Papers, documents and orders relating to the organization and incorporation or the alteration of the boundaries of any village	s. 891.10
Vital records: certificate of birth, death, divorce or annulment, marriage documents & related data plus indexes	s. 69.01 (15)(a) 59.51 (1)(7)
Woodland tax lands: entry, declassification of; tax law classification	s. 77.16 (3)(7)(9)
Writ of attachment and related records; discharge or attached real estate; certificate of judgment or satisfaction on money or	s. 59.54 811.11

property held by writ of attachment	811.17 811.22
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The following records series should be retained for the time period indicated. When indicated, notify the State Historical Society of the county's intention to destroy records.

RECORDS SERIES	RETENTION & AUTHORITY	NOTIFICATION
Accounts payable	CR +7 years	Waived
Accounts receivable	CR + 7 years	Waived
Accounts receivable, paid	CR + 2 years	Waived
Airport protection plans, specifications, and amendments	CR + 7 years s. 114.135	Waived
Any records subject to litigation, claim, audit or other action	Until permission to destroy obtained from Corporation Counsel	Waived
Applications for certified copies	CR + 2 years	Waived
As-built tracings	Life of project	Waived
Bills of sale	CR + 6 years	Notify
Blueprints	Until superseded by as-built tracings	Waived
Breeding service: claim and payment for	CR + 7 years s. 779.49 (1)	Waived
Canceled checks	CR + 7 years s. 59.715(18)	Waived
Cash register tapes	CR + 2 years	Waived
Certificates of old age assistance and indexes	CR +7 years	Notify
City record of officers and employees' surety bonds	CR + 7 years s. 66.145	Waived
City/Village: Reorganization of city as village, election returns on question of	CR + 7 years s. 66.019 (6)	Waived
City/village: lease of space by	CR + 7 years; s. 66.048 (3)(c)	Waived
Correspondence	CR + 3 years	Waived

Equipment & furnishings inventories	Until superseded	Waived
General information	CR + 7 years	Notify
Guardian, petition for appointment of	CR + 7 years; s. 880.215	Waived
Indigent defendants: certificate of legal fees paid by county or state	CR + 7 years s. 757.66	Waived
Insurance policies, claims made	7 years after expiration s. 59.715 (10)	Waived
Insurance policies, occupancy	CR + 7 years; s. 59.75 (10)	Waived
Liquidated insurers' records	7 years after close of liquidation proceedings s. 645	Waived
Municipal redevelopment plan and revisions	CR + 7 years s. 66.431 (9)(a)1 66.431 (11)(b)	Notify
Notice of removal of human corpse	2 months from date of death; Dept. H&SS directive	Waived
Notification of failure to pay taxes and notification of balances due (veterans)	CR + 7 years s. 45.53	Waived
Order to suspend proceedings for collection of property taxes of property owned by veterans	CR + 7 years s. 45.53 (6)	Waived
Purchase orders	CR + 7 years	Waived
Raze order	CR + 7 years s. 66.05 (1)(d)	Waived
Receipt journals	CR + 7 years	Waived
Receipts	CR + 7 years	Waived
Report for final disposition of corpse	2 years from date of death; Dept. H&SS directive	Waived
Treasurer's receipts	CR + 2 years	Waived
UCC filings (Fixture)	EVT = satisfaction of mortgage s. 409.403 (6) s. 409.402 (5)	Waived
UCC filings (Non-fixture)	CR + 5-years s. 409.403 (3)	Waived
UCC - 11, search copies	CR + 2 years	Waived
Vital record, request for copy of	FIS + 1 year	Waived

Vouchers order/register	CR + 7 years	Waived
Wills, foreign: certificate of assignment	CR + 7 years s. 868.05 (2)	Waived
Wills, notice that proceedings have been taken to contest the will	CR + 7 years s. 868.01 (3)	Waived

To the best of our knowledge these retention periods comply with existing state laws as of 1994. It is recommended that local governments consult the latest federal and state regulations to ensure compliance with federal regulations that may be a variance with the schedule and to ensure compliance with any changes in the laws.